

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
SPECIAL MEETING**

DRAFT MINUTES, November 12, 2014

645 Pine Street

(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins, Solveig Overby and Jeffrey Padgett

Director Spencer called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA

- Commissioner Alberry: Add “Election of Vice Chair” (Item 2.5), if needed. Commissioner Padgett: Add Item 4.5 – “Revisit Agenda.” Unanimous.

ITEM 2 – ELECTION OF NEW COMMISSION CHAIR

Director Spencer invited nominations for Chair. **Commissioner Alberry nominated** Commissioner Hopkins; Commissioner Barr seconded. Unanimous.

Newly-elected Chair Hopkins invited nominations for Vice-Chair (the position which Commissioner Hopkins just left). **Commissioner Alberry nominated** Commissioner Padgett; Commissioner Archambeau seconded. Unanimous.

ITEM 3 – RECOGNITION OF OUTGOING CHAIR NATHAN LAVERY

Former Commissioner/Chair Lavery was present and accepted a plaque and grateful thanks for his Commission work.

ITEM 4 – PUBLIC FORUM

Martha Lang asked for the Commission’s support in her request for residential parking permits for 132 Colchester Ave (Item 5.10 on Consent Agenda).

Phil Merrick, Main St business owner, asked that some of the long-term (brown) meters along the block between Battery and So Champlain St be replaced by shorter-term (blue) meters to accommodate the customers of the expanding retail businesses.

Peggy O’Neill Vivanco, resident of Overlake Pk, requests that no parking be allowed in cul-de-sac, and that signage along the street should be for residents *only*, from the hours of 8am-4pm.

Dan Cunningham, resident of Overlake Pk, requests that the signs be left as they are (“No Parking 8-4, Mon-Fri”).

Meg Huffman, resident of Overlake Pk, concurs with Mr. Cunningham.

ITEM 4.50 – REVISITATION OF AGENDA

Commissioner Padgett moved to pull Items 5.10 (Residential Parking Permits for Fletcher Pl) and 5.30 (Overlake Park Parking Restrictions) from the Consent Agenda. Unanimous.

ITEM 5 - CONSENT AGENDA, revised on Item 4.50 (Refer to Packet)

5.20 Summit Ridge Resident Parking for Cliff St Residents

(Staff recommends that the Commission adopt: The granting of Resident Only Parking Permits on Summit Ridge to residents of 125, 133, 144, 145 and 155 Cliff St)

5.40 49 Curtis Ave Trades Appeal – Continuance

(Staff and Mr. Adam Holt are seeking a continuance to the December Commission meeting)

Commissioner Alberry moved to approve the Consent Agenda; Commissioner Barr seconded. Unanimous.

ITEM 5.10 – RESIDENTIAL PARKING PERMITS FOR FLETCHER PLACE (Refer to Packet)
(Mr. Damian Roy, Engineer in Training)

Mr. Roy explained staff's review of Ms. Lang's request. Discussion followed (which included Ms. Lang's offer to compromise by asking for less permits; suggestions of a temporary allowance until the Parking Study completion in April '15; creating a regulation that sunsets after a given time; Commissioner Padgett's perception of inequity between this request and Item 5.20 on the Consent Agenda). **Commissioner Overby moved** to accept staff recommendations: That the Commission deny Ms. Lang's request for eligibility of Resident Only Parking Permits on Fletcher Place for her tenants of 132, 140 and 146 Colchester Ave. Commissioner Archambeau seconded. Commissioners Alberry, Archambeau, Barr, Overby voted in favor (4); Commissioner Hopkins and Padgett voted against (2). The motion carries.

ITEM 5.30 – OVERLAKE PARK PARKING RESTRICTIONS (Refer to Packet)
(Communication, Damian Roy, Engineer in Training)

Solicitation of residents' input reached no consensus. Dan Cunningham, Overlake Pk resident, reiterated his Public Forum comments. **Commissioner Overby moved** to accept staff's recommendation: To maintain the existing parking restrictions on Overlake Pk. Commissioner Alberry seconded; unanimous. Residents were advised to attend next Wednesday's (11/19, 7 – 9:30pm) public meeting at Contois Auditorium on the downtown and residential parking initiative and, if residents want to pursue "resident-only" parking they can contact DPW staff to get that process started.

ITEM 6 – REVIEW OPEN MEETING LAW REQUIREMENTS (Refer to Packet)
(Gene Bergman, Sr. Asst. City Attorney) (Self-explanatory)

ITEM 7 – NORTH CHAMPLAIN ST SPEED BUMP UPDATE

(Distributed at meeting, Memorandum dated 11/07/14, from Laura Wheelock to Public Works Commission, City Councilors and Residents)

Based on staff research and CCRPC speed study and traffic volume count, DPW does not believe any changes or modifications are needed to the speed humps for their functionality or management of vehicular speeds along No Champlain St. Director Spencer advised requesting future traffic calming if they find the speed humps do not appear to be enough.

ITEM 8 – MUNICIPAL GARAGE USE AUTHORIZATION (Refer to Packet)
(Communication, Pat Buteau, Assistant Director)

Mr. Buteau is asking for the Commission for approval of the current identified uses with the understanding that future uses will be brought to the Commission for approval. **Commissioner Padgett moved** to accept the current identified uses as recorded in the packet's Memorandum to the Public Works Commission from Mr. Buteau, dated 11/01/14. Commissioner Alberry seconded. Commissioner Padgett makes a friendly amendment to codify this document in a general book of processes and procedures, readily accessible. The motion carries with five (5) for, and one (1) – Commissioner Archambeau - against.

ITEM 9 – CLIFF ST SIDEWALK UPDATE

(Oral Communication, Mr. Guillermo Gomez, Engineer)

Mr. Gomez gave an update and explained that, now that Item 5.20 (Summit Ridge Resident Parking for Cliff St Residents) has been voted on, the next steps are: complete the sidewalk plans; meet with the neighbors about trees to be planted; send the concept out to bid; and, weather permitting, start on construction.

Bryan Higgins, Cliff St resident involved with the Cliff Street project since 2006, came forward to speak after distributing a two-sided handout addressed to the DPW Commission, dated 11/12/14. Main points: 1) Increase in storm water runoff; 2) Gaps in the public Planning and meetings process; and 3) The one-

way option for lower Cliff St is preferred by residents and reduces costs substantially. Director Spencer and staff will review the Local Transportation Facilities (LTF) process to ensure that staff has been following the proper process. Mr. Gomez will confirm the storm water capacity with Storm Water Administrator Megan Moir. He is limited by the terms of the grant as far as storm water improvements. Commissioner Hopkins asked Director Spencer and Mr. Gomez to not only check the public process but also points where, if there are changes that result in something needing to come back for the Commission's jurisdiction about creating or destroying parking, is that something the Commission would need to visit in terms of ordinance setting as part of this and if so, figure out what those pieces are and bring them back to the Commission.

ITEM 10 - MINUTES OF OCTOBER 15, 2014 (revised 10/31/14)

(Refer to Commission packet)

Commissioner Barr moved to accept the minutes; Commissioner Archambeau seconded. Unanimous.

ITEM 11 – DIRECTOR'S REPORT (Chapin Spencer) (Refer to Commission packet)

- Introduced the new Commissioner, Tom Simon (Ward 6) who replaces Nathan Lavery. Mr. Simon was appointed at the 11/10/14 City Council meeting.
- See hard copy of the Press Release dated 10/30/14 (Burlington Steps It Up to Improve Walkability), distributed to the commissioners.
- The *smart* meters currently in use are the pre-generation of the actual meters ordered (untimely delivery). The models that were ordered are expected to arrive as early as 11/13/14.
- Public meeting on the downtown and residential parking initiative set for: Wednesday, November 19th, 7–9:30 pm, Contois Auditorium.
- Resolution to open up DPW's gas pumps to the public was defeated 7 – 3.

ITEM 12 – COMMISSIONER COMMUNICATIONS

Commissioner Archambeau: Fence on Manhattan Dr bordering the Intervale, near where the slope gave way around the south entrance to Rte 127: There is a huge opening needing to be repaired, as people use it as an opening and it has become full of metal, broken glass and other debris (later identified as Manhattan Dr and Pitkin St).

Barrels on South Winooski Ave: Director Spencer explained that repairs are pending on the traffic light mast arm and the barrels remain in place for driver safety.

Commissioner Overby: Called attention to the very informative card explaining changes to parking in Burlington. Also suggests educating Cliff St residents about proactive approaches to possible sewer back-ups, possibly on the DPW Website.

ITEM 13 – NEXT MEETING DATE & ADJOURNMENT

The next regular DPW Commission meeting is scheduled for Wednesday, December 17, 2014 at 6:30pm. Commissioner Alberry moved to adjourn at approximately 9:40pm; Commissioner Barr seconded. Unanimous.

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